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PSG/AID-406/68

ATTACHMENT B

Please complete this attachment and return to MSS/AID/PSG, Attention
 room 6N 222, by 18 December 1968.

25X1

I. Please place an X in the appropriate columns.

	<u>Presently Useful</u>	<u>No Present Need</u>	<u>Would Like To Receive</u>	<u>Did Not Know Report Existed</u>
002	x			
004			(monthly)	
005	x			
006	x			
007	x			
008	x			
011	x			
013		x		
Option 1	x			
Option 2			(monthly)	
Option 3	x			
Option 4	x			
Option 5		x		
Option 6		x		
Option 7	x			
Option 10	x			
Option 11		x		

II. In addition to the reports listed above, I would like to receive these weekly/monthly reports (describe in detail):

None

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ATTACHMENT B (CONTINUED)

III. General comments concerning the MIS: A good system - not fully understood/supported/utilized by management for a variety of reasons. It could be improved through: (1) increased timeliness (update/product cycle time); (2) improved interest and centralized overview direction by upper management; (3) standardization/upgrading of Activity Codes which would be reflective of a structured hierarchy of Center Resource requirements; and (4) improved output formats for ad-hoc computer retrievals.

IV. Please indicate the following:

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Component (group, division, branch, or staff) - Branch

Component code (as recorded on time sheets) - S33

Room number (mail address) - PSG/AID/ISB (4S474)

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